



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

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BUILDING INSPECTOR PUBLIC WORKS DEPARTMENT

POSTING DATE: December 13, 2013

RATE OF PAY: \$ 26.50 hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: December 27, 2013

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 19

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for reviewing building plans and inspecting construction to assure compliance with local and state building codes as well as Federal ADA requirements which establish standards for safe and accessible occupancy. The position authorizes the issuance of permits and takes appropriate administrative action to ensure correction of unsafe situations.

Essential Job Functions:

- Review building construction documents such as blueprints, and engineering specifications.
- Determine whether errors, omissions or other engineering or design problems are inherent in the plans or whether the plans comply with established building codes.
- Provide information, direction and problem resolution to engineers, architects, physical plant directors, businesses and homeowners.
- Assist applicants in following building permit applications procedures.
- Develop plans that conform to code standards.
- Negotiate alterations to proposed methods as required for code conformance.
- Issue building permits when code compliance is evident.
- Authorizes and issues, sprinkler, fire alarm, plumbing and mechanical systems, electrical permits in the absence of the primary trades inspector.
- Carry out various permitting functions, including application processing, fee assessment and collection, and permit issuance as required.
- Conduct on-site inspections of all construction projects under permit at the City of Burlington.
- Inspect residences, industrial, and commercial buildings, hospitals and other public buildings.
- Review implementation of engineering and design specifications, construction techniques, materials, workmanship and general compliance with City codes.
- Prepare reports pertaining to field inspection and plan review; document phases of construction for each ongoing project and complete required paperwork.
- Schedule field inspections.
- Represents staff position in the process of appeals. Shall investigate code violations, properly document, and prepare sworn statements to be forwarded to the city attorney's office for prosecution.
- Investigate Dangerous or Unsafe Building complaints, prepare and issue Orders of Remediation, and provide follow up consultation until the issue is resolved.
- Other duties as required.

Qualifications /Basic Job Requirements:

- High school diploma or equivalent, and Four (4) years of experience in general construction with a technical expertise in and comprehension of building codes, materials and methods required.
- Certification from a national recognized testing agency in building design and construction.
- Demonstrated knowledge of building and superstructure codes, methods, design, materials, and processes.
- Ability to discern quality of workmanship
- Ability to communicate professionally and diplomatically with architects, contractors, engineers, attorneys and permit applicants.
- Ability to negotiate adjustment to building plans in order to meet code requirements.
- Ability to read, write and modify blueprints and drafting specification.
- Ability to work effectively under pressure of high work volume, deadlines, and confrontation from conflict of interests.
- Ability to maintain a valid Vermont Driver's License required.
- Meet or exceed the training requirements established within the cooperative agreement between the City of Burlington and the Vermont Department of Labor and Industry.
- Ability to perform field inspections in other trades disciplines as needed and qualified.
- Ability to perform the duties of a Plans Examiner.
- Ability to work in a Windows based operating environment with, word processing, spreadsheet and database software.
- Ability to work with a diverse population in a courteous and professional manner required.
- Ability to communicate effectively, both orally and in writing required.
- Must have good problem solving skills.

To Apply: Submit cover letter, resume and a City of Burlington Application by December 27, 2013 to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.